

INSTRUCTION NO.  
RECDI 42-3

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CORRESPONDENCE  
11 September 1972

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SUBJECT : Preparation and Review of Lengthy Studies

REFERENCES: (a) LI 1-8, Revised 7 December 1970  
(b) RECDI 42-1, dtd 20 May 1969  
(c) RECDI 42-2, dtd 19 August 1970

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1. PURPOSE

This Instruction provides guidance in preparing or reviewing lengthy studies on engineering and realty matters.

2. POLICY

When providing technical guidance on engineering and realty matters, it should be presented in as brief a manner as possible without sacrificing clarity. Some engineering and realty matters will, however, require rather lengthy studies in order that all pertinent information is included for completeness. Such studies must have a brief synopsis to include: the problem discussion, recommendations, associated costs, and recommended courses of action.

3. RESPONSIBILITIES

Project Officers within the Division either initiating or reviewing lengthy studies will prepare a brief synopsis of the study, recommendations to include associated costs and RECD actions required.

4. PROCEDURES

- a. Project Officers initiating and/or reviewing lengthy studies will prepare a brief covering synopsis of the study, its recommendations to include any associated costs, and any required RECD actions. This will be done in the order listed.

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b. All such studies will be routed to the Deputy Chief and then the Chief of the Division for review prior to distribution.

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Chief

Real Estate and Construction Division, OL